

# Agenda Item Form

Agenda Date: 07/07/04

Districts Affected: Citywide

Dept. Head/Contact Information: Information Technology, Tony Montoya, (915) 541-4288

## Type of Agenda Item:

- |                                                                              |                                                   |                                                    |
|------------------------------------------------------------------------------|---------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Resolution                                          | <input type="checkbox"/> Staffing Table Changes   | <input type="checkbox"/> Board Appointments        |
| <input type="checkbox"/> Tax Installment Agreements                          | <input type="checkbox"/> Tax Refunds              | <input type="checkbox"/> Donations                 |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement                    | <input type="checkbox"/> Budget Transfer          | <input type="checkbox"/> Item Placed by Citizen    |
| <input type="checkbox"/> Application for Facility Use                        | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements                               | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application         |
| <input checked="" type="checkbox"/> Other <u>Personal Services Contracts</u> |                                                   |                                                    |

## Funding Source:

- ☒ General Fund  
☐ Grant (duration of funds: \_\_\_\_\_ Months)  
☐ Other Source: \_\_\_\_\_

## Legal:

- ☐ Legal Review Required      Attorney Assigned (please scroll down): Lupe Cuellar      ☒ Approved      ☐ Denied

Timeline Priority: ☒ High      ☐ Medium      ☐ Low      # of days: \_\_\_\_\_

## Why is this item necessary:

Individuals' contracts are being renewed for positions of GIS Specialists and technician and also the GIS Manager position. They are currently assigned to the Geographical Information Systems of IT, and are responsible for providing technical support on all mapping issues for the City of El Paso. Contract employees, contracts must be approved by City Council before they can assume their duties.

## Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Compensation for these Individuals will be as follows:

|                      |                  |                       |
|----------------------|------------------|-----------------------|
| <u>Robin Ransom</u>  | <u>\$2460.80</u> | <u>GIS Manager</u>    |
| <u>Ida Ramos</u>     | <u>\$1779.02</u> | <u>GIS Specialist</u> |
| <u>Ron J. Nelson</u> | <u>\$1622.03</u> | <u>GIS Specialist</u> |

## Statutory or Citizen Concerns:

None

## Departmental Concerns:

Department needs to have these resources in place in order to provide continued technical support on all mapping issues affecting City departments. Additionally, the City of El Paso has been designated as the site for the Regional GIS Center and will serve as the central repository place for all GIS information concerning this region.

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## RESOLUTION

### BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Mayor be authorized to sign a Contract between the **CITY OF EL PASO** and **IDA RAMOS**, to assist the Information Technology Department as a Geographic Information Systems Specialist at a biweekly rate of \$1,779.02 for 40 hours per week. The term of the contract shall be for the period of July 7, 2004 through July 6, 2006.

**APPROVED** this 7th day of July, 2004.

THE CITY OF EL PASO

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Joe Wardy  
Mayor

ATTEST:

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Richarda Duffy Momsen  
City Clerk

APPROVED AS TO FORM:

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Guadalupe Cuellar  
Deputy City Attorney

STATE OF TEXAS           )  
                                      )  
COUNTY OF EL PASO     )

**PERSONAL SERVICES CONTRACT**

This contract entered into by and between the **CITY OF EL PASO**, a home rule municipal corporation hereinafter referred to as "City," and **IDA RAMOS**, hereinafter referred to as "Employee," witnesseth:

**WHEREAS**, the City, on behalf of the Information Technology Department, desires to employ the Employee as a Geographic Information Systems Specialist; and

**WHEREAS**, Employee possesses the skills to render said employment to the City.

**NOW, THEREFORE**, the parties hereto mutually agree as follows:

1.     SCOPE OF SERVICES.     Employee shall perform the services found in Attachment A, attached and made a part hereof, under the terms and conditions hereinafter stated, and the Employee hereby accepts and agrees to perform such services for the Information Technology Department, in El Paso, Texas.

2.     TIME OF PERFORMANCE.     The services of Employee are to commence on or about July 7, 2004 and be completed by July 6, 2006.

3.     COMPENSATION AND METHOD OF PAYMENT.     Employee shall be paid at a biweekly rate of One Thousand Seven Hundred Seventy Nine and 02/100 Dollars (\$1,779.02). The employee shall work a minimum of forty (40) hours per week. Employee is classified as an exempt employee under FLSA and is not eligible for overtime pay. The full time contract employee named in this Agreement shall be eligible for the following benefits:

A.     The City's Insurance Plans. The full time contract employee named in this Agreement who is currently enrolled in any of the City's insurance plans shall be eligible to continue to participate in and receive the benefits of those Plans in the same

manner as similarly situated full time regular City employees. If Employee is not currently enrolled in any insurance plan, she shall be entitled to enroll in accordance with the provisions of those Plans as they may be amended from time to time.

B. The City's Pension Plan, in accordance with the provisions of the Plan. Election to participate in the City's Pension Plan must be made at the time of signing of this contract. In calculating retirement benefits, Employee will receive credit for prior participating years of service with the City, including accumulated sick leave.

C. All paid holidays authorized by the El Paso City Council.

D. Accrual of vacation and sick leave in accordance with City of El Paso Civil Service Rules and Procedures. Employee shall be entitled to begin work as a contract employee with the total sick leave and annual vacation time he or she has accrued with the City as a beginning balance as of the date of this Agreement. Seniority for future accrual of vacation leave will be based on number of years of continuous City service immediately prior to the signing of this Agreement.

E. Deferred Compensation Plan in the same manner as similarly situated full time regular City employees.

F. Civil and Military leave in accordance with City of El Paso Civil Service Rules and Procedures.

G. Tuition Assistance Program under the terms of the City of El Paso's Policies/Procedures.

The City will provide no other fringe benefits. Employee agrees that at no time will she make a claim against the City for more than the rate provided under the terms of this contract.

4. LOCATION OF PERFORMANCE. The place where such services are to be

performed is in the Information Technology Department, City and County of El Paso, State of Texas, or such other places as may be directed by the City in order to fulfill the terms of this Contract.

5.     LAW GOVERNING CONTRACT. For purposes of determining the place of the Contract and the law governing the same, it is agreed that the Contract is entered into in the City and County of El Paso, State of Texas, and shall be governed by the laws of the State of Texas. Venue shall be in the courts of El Paso County, Texas.

6.     COMPLETE AGREEMENT. This agreement constitutes and expresses the entire agreement between the parties hereto in reference to the personal services of the Employee for the City, and in reference to any of the matters or things herein provided for, or hereinbefore discussed or mentioned in reference to such services, all promises, representations and understanding relative thereto herein being merged.

7.     TERMINATION. Either party may terminate this contract without cause after ten (10) days written notice to the other party of the intention to terminate this contract, or at any time by mutual agreement of the parties. Should the City have cause to terminate this agreement, the contract may be terminated immediately upon notification to the Employee of the cause for termination. The right to terminate the contract under the provisions specified in this paragraph may be exercised by the Chief Administrative Officer on behalf of the City.

8.     MISCELLANEOUS. The City shall provide such office space for Employee as is necessary, in the sole determination of the City, for Employee to carry out her duties under this Contract.

9.     NOTICE. Any notices required under this contract shall be sufficient if sent by Certified Mail, Return Receipt Requested, postage prepaid, to the City or the Employee

at the following addresses:

CITY: City of El Paso  
Information Technology Department  
Attn: Director  
#2 Civic Center Plaza  
El Paso, Texas 79901

EMPLOYEE: Ida Ramos

**IN WITNESS WHEREOF** the parties have executed this agreement at El Paso,  
Texas this 7th day of July , 2004.

CITY OF EL PASO

\_\_\_\_\_  
Joe Wardy  
Mayor

ATTEST:

\_\_\_\_\_  
Richarda Duffy Momsen  
City Clerk

EMPLOYEE:

\_\_\_\_\_  
Ida Ramos  
SSN:

APPROVED AS TO FORM:

\_\_\_\_\_  
Guadalupe Cuellar  
Deputy City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
Tony Montoya, Director  
Information Technology Department

**ATTACHMENT A**  
**SCOPE OF DUTIES STATEMENT**

**GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST (EL PASO CONTRACT POSITION)**

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**Summary**

Under direction, develop and maintain computer based Geographic Information System (GIS), assess user needs, develop database applications and provide technical support.

**Typical Duties**

Develop and maintain computerized databases of multi-layered maps and related spatial data. Involves: Maintain standards for symbology, code use, dimensioning, labeling, layering and other features to assure standardization between drawings. Operate workstation to perform map digitizing and geographic record data entry. Translate metes and bounds into digitized drawings and legal descriptions. Import and transform maps, drawings, and databases. Review and correct errors in data.

Assess user needs and develop database applications to support demographic, land use, municipal, emergency services, physical or similar projects. Involves: Determine nature, extent, sources and purposes of data to be depicted. Integrate user needs with GIS capabilities to propose solution including alternate modes of presentation, and develop templates, screens, macros and other similar graphical interfaces. Perform map overlay, buffering and other spatial analysis functions, and generate thematic maps, graphs, statistical reports and similar records.

Provide technical database and operational support. Involves: Schedule and coordinate user system access and activities. Train users in operation of workstation and software. Analyze information processing needs and recommend acquisition, upgrade of system hardware and software to system steering committee. Develop interface between system hardware and software, and resolve operational problems and computer system failures.

Supervise subordinate personnel during projects or in the absence of GIS Manager or Administrator. Involves: Participate in planning, assigning and reviewing work. Assist with training and development activities and enforcement of personnel rules and regulations, standards of conduct and work attendance, and safe working practices.

Perform miscellaneous related duties such as GIS administrative support, as required.

**Minimum Qualifications:**

Training and Experience: Equivalent to a combination of a Bachelor's degree in Management Information Systems, Computer Science, Geography, Geographic Information Systems, Planning or a related field and two (2) years experience using GIS systems for engineering drafting, surveying, cartography or photogrammetry.

5605 LEBLANC RD  
EL PASO, TEXAS 79907  
(915) 765-1111  
Home Phone: 915-417-6600

# IDA RAMOS

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**Objective**                      Seeking a position of greater responsibility that will effectively utilize my skills and provide opportunities for professional growth in the GIS environment.

**Experience**                      **Geographic Information Systems (GIS) Specialist**  
(Contract position) (July 7, 2002 – Present) City of El Paso's Information Technology Department

- Research and develop data to generate maps for all City of El Paso's Departments using ArcGIS v8.3.
- Create, maintain and update dataset layers.
- Maintain the City of El Paso's centerline layer by updating with new subdivisions using AutoCAD 2002 and ArcInfo workstation v8.3.
- Geographically correct dataset layers by adjusting boundaries in ArcGIS v8.3.
- Implementing the development of an interactive mapping website using ArcIMS v4.0.
- Oversee GIS division when manager is unavailable.
- Organizer and contact person for the City of El Paso's GIS user group.
- Support along with other entities in the implementation of a Regional GIS collaborative.
- Designated as backup personnel for the assistance and support of the regional Emergency Operations Center.
- Assist with training personnel and technical support for the implementation of the Traffic Management Inventory System for the City of El Paso's Street Department.
- Provide software technical support.
- Install GIS software for end users.
- Manage the office supply budget for GIS division.
- Designated payroll backup for the department.



## **Planning Technician II**

(August 2001 – July 6, 2002) City of El Paso's Information Technology Department

- Research and develop data to generate maps for all City of El Paso's Departments using ArcGIS v8.3.
- Create, maintain and update dataset layers.
- Maintain the City of El Paso's centerline layer by updating with new subdivisions using AutoCAD 2002 and ArcInfo workstation v8.3.
- Geographically correct dataset layers by adjusting boundaries in ArcGIS v8.3.
- Oversee GIS division when manager is unavailable.
- Provide software technical support.
- Install GIS software for end users.
- Manage the office supply budget for GIS division.

## **Planning Technician II**

(December 1999 – August 2001) City of El Paso's Planning Department

- Train personnel in the process of tagging parcel coverages and on ArcInfo software.
- Create databases by inputting data into Microsoft Access and setting up report format to print out data.
- Create and edit A Macro Language (AML) files in ArcInfo by writing commands and codes to print thematic maps.
- Convert ArcInfo coverages into latitude/longitude and into .dxf format files by commands in ArcInfo.
- Geographically correct thematic maps by adjusting boundaries in ArcInfo.
- Creating a link between spatial information (digital maps) and relational information (tables) through a common link (parcel Identification number).
- Computer draft new subdivisions into base and centerline street maps.
- Process rezoning notification reports and labels.
- Assist the public with Mylar, GIS and aerial maps.
- QAQC (Quality Assurance Quality Control). Review and comment on maps being processed by contractor.

- Converting files and creating location maps.
- Creating and editing graphic design program files for projects.
- Training of support staff on GIS system.
- Technical support and problem solving on GIS system.
- Create and edit rezoning and special permit reports.
- Research, create and edit databases and reports using Microsoft Access.

### **Information Entry Operator**

(July 1993 - February 1995) City of El Paso's Planning Department

- Computer drafted new subdivisions using Mountaintop and Arc/Info (Gis software).
- Created color-coded maps with legends for presentations using Mountaintop.
- Transformed City base maps from Mountaintop to Arc/Info.
- Edited City base maps in Arc/Info to prepare maps for parcel tagging.
- Began the process of researching parcel ownerships and tagging parcels.
- Began the process of placing lot splits onto base maps in Arc/Info.
- Created and edited rezoning and special permit reports.
- Input building permit data onto the mainframe computer.
- Researched demographic data and created spreadsheets and reports using Lotus 123.
- Created graphics and bar charts, from researched data, using Harvard Graphics.
- Researched, created and edited databases and reports using Dbase.

### **Clerk Typist II**

(May 1992 - July 1993) City of El Paso's Planning Department

- Edited City base maps using Mountaintop (GIS software).
- Computer drafted new subdivisions using Mountaintop (GIS software).

- Prepared maps for transforming by editing maps and by obtaining and placing Global Positioning System points.
- Created and edited rezoning and special permit reports.
- Input building permit data onto the mainframe computer.
- Researched demographic data and created spreadsheets and reports using Lotus 123.
- Created graphics and bar charts, from researched data, using Harvard Graphics.
- Researched, created and edited databases and reports using Dbase.

### **Clerk Typist I**

(April 1991 - May 1992) City of El Paso's Planning Department

- Corrected scanned base maps in Mountaintop (GIS software).
- Computer drafted new subdivisions using Mountaintop.
- Created and edited rezoning and special permit reports.
- Input building permit data onto the mainframe computer.
- Researched legal descriptions for rezoning and special permit cases.
- Researched demographic data and created spreadsheets and reports using Lotus 123.
- Created graphics and bar charts, from researched data, using Harvard Graphics.
- Researched and provided data to the public when needed.

### **Training Courses**

February 1-5, 1993 Accugraph Corporation El Paso, Texas  
MTX900 HolguinCAD Expert Drafting - Intermediate Training (one week)

April 11-15, 1994 ESRI, Inc. San Antonio, Texas  
Introduction to ArcInfo (one week)

February 12-16, 2001 ESRI, Inc. El Paso, Texas  
Introduction to Arcinfo using ArcMap, Arc Catalog, and ArcToolBox

March 26-30, 2001 ESRI, Inc. El Paso, Texas  
Programming ArcInfo with Visual Basic for Applications

April 17-19, 2001 ESRI, Inc. El Paso, Texas

## Advanced ArcView GIS

|                                              |            |                    |
|----------------------------------------------|------------|--------------------|
| May 16-17, 2001                              | ESRI, Inc. | El Paso, Texas     |
| Introduction to ArcSDE                       |            |                    |
| June 12-14, 2001                             | ESRI, Inc. | El Paso, Texas     |
| Creating and Managing Geodatabases           |            |                    |
| July 17-19, 2001                             | ESRI, Inc. | El Paso, Texas     |
| Introduction to ArcIMS                       |            |                    |
| April 7 – 8, 2003                            | ESRI, Inc. | San Antonio, Texas |
| Customizing ArcIMS using ArcXML              |            |                    |
| April 9 – 11, 2003                           | ESRI, Inc. | San Antonio, Texas |
| Customizing ArcIMS using HTML and JavaScript |            |                    |
| April 28 – 29, 2003                          | ESRI, Inc. | El Paso, Texas     |
| Introduction to ArcGIS I                     |            |                    |